**OLDHAM COUNCIL**

**JOB DESCRIPTION**

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| **Job Title:**  | Adults Liberty Protection Safeguarding Co-ordinator |

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| **Directorate:**  | Community Health and Adults Social Care | **Division/Section:**  | Adults Safeguarding |
| **Grade:**  | 5 | **JE Reference:** | 9690 |

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| **Job Purpose** |
| To support the Adults Liberty Protection Safeguarding Manager, Safeguarding/MCA Lead Officers and Peripatetic Social Workers to respond effectively and confidently to Deprivation of Liberty Safeguards (DoLS) and Liberty of Protection Safeguards (LPS - once implemented) referrals and request best interest assessments of vulnerable adults in OldhamTo support the lead officers to ensure that time scales are met in completing assessments and managing the DoLS/LPS process in accordance with local safeguarding policies and procedures, the deprivation of liberty protection safeguards (DoLS), the Mental Capacity Act 2005 (including the Amendment Act 2019), and Liberty of Protection Safeguards. |
| **Key Tasks** |
| 1.To coordinate Liberty Safeguarding activity2. To support the lead officers to ensure DoLS/LPS are managed, screened and responded to appropriately within the time scales.3. To support the lead officers to co-ordinate assessments/renewals within the timescales 4. To adhere to the ADASS guidance for prioritising allocations of application. 5. To support the lead officers to maintain Best Interest Assessments (BIAs) and section 12 doctors professional details.6. To contribute to the evaluation and development of service.7. Provide support and guidance to providers in relation to DoLS/LPS.8. To maintain accurate data by the usage of data systems to enable timely reports for the lead officer.9. To attend local, regional and/or national DoLS/LPS forums and refresher training where appropriate.10. Timely completion of required documentation ready for authorised signatories. 11. Quality assure assessments on receipt to ensure assessments are accurate and meet guidance.12. To provide support and co-ordination of safeguarding work as required to meet the demands of the service. |

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| **Standard Duties:** |

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| 1. | To actively promote Equality, Diversity and Inclusion in the workplace and in service delivery. |
| 2. | To uphold and implement policies and procedures of the Council, including customer care, data protection, finance, ICT, safeguarding and health & safety policies. |
| 3. | To actively engage with the behaviours and values of the Council to promote and support the delivery of our Corporate plan. |
| 4. | To undertake continuous professional development and to be aware of new developments, legislation, initiatives, guidelines, policies and procedures as appropriate to the role.  |
| 5. | Undertake any additional duties commensurate with the level of the post. |

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| **Contacts:** Members of the public, professionals and agencies |

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| Relationship To Other Posts in the Department: |

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| **Responsible to:**  | Adults Liberty Safeguarding Team Manager |
| **Responsible for:** | N/A |

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| **Special Conditions:** Enhanced DBS |

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| **Values and Behaviours:** |
| By living our Values and Behaviours we will deliver the change we need to meet our Corporate ambitions for Oldham.**Our Values:****Proud**We take pride not only in what we deliver for the residents of Oldham but also in how we deliver it.**Ambitious**We recognise the challenges we face and are committed to setting high aspirations to overcome them, with determination and focus.**Together**We believe in shared solutions, working across sectors and with our communities to achieve common goals and deliver the quality services Oldham deserves. |
| We have **five Behaviours** which outline the priority areas of focus for staff at all levels:* Work with a Resident Focus
* Support Local Leaders
* Committed to the Borough
* Take Ownership and Drive Change
* Deliver High Performance

More information about our Corporate Plan and our Values and Behaviours can be found on our Greater. Jobs pages together with information about the staff benefits we offer. |

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|  | **DATE** | **NAME** | **POST TITLE** |
| **Prepared** | 17/02/17 | Gwen Irving | Quality Monitoring Safeguarding Hub Manager |
| **Reviewed** | 15/09/17 | Helen Ramsden | Head of Commissioning and Quality |
| **Reviewed** | 28/12/17 | Helen Ramsden | Head of Commissioning and Quality |
| **Reviewed** | 24/06/2019 | Helen Ramsden | Interim Assistant Director Integrated Commissioning |

**OLDHAM COUNCIL**

**PERSON SPECIFICATION**

**Job Title:** Adults Liberty Protection Safeguarding Co-ordinator

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|  | **Selection criteria** **(Essential)** | **Selection criteria** **(Desirable)** | **How Assessed** |
| Education & Qualifications | Educated to a minimum GCSE Grade A to C or equivalent in English and Maths | NVQ in Health & Social Care | Application form/interview |
| **Experience** | Experience of working with external agencies Experience of liaison with other statuary, independent and third sector organisationsExperience of developing processes to improve on deliveryExperience of maintaining multiple data systems and extracting such data to compose reports and statistics.  |  | Application form/interview |
| **Skills & Abilities** | Able to create positive relationships with members of the public, professionals and agenciesAble to present information in a clear and concise mannerAble to use initiative and incorporate this into work practice. |  | Application form/Interview |
| **Knowledge** | Knowledge of general office practise and procedures including world processing and data input.Knowledge/understanding of current Health and Social Care issues.Knowledge and understanding of anti-discriminatory practices.Knowledge of the ADASS guidance.Knowledge of what constitutes a restraint or a restrictionKnowledge of the Mental Capacity Act 2005 |  | Application form /Interview |
| Work Circumstances | Able and willing to work unsociable hoursPrepared to work flexibly to meet the needs and priorities of the serviceWilling to attend training and development events where requiredPost subject to DBS clearances. |  |  |

*Abbreviations:* AF = Application Form; I = Interview; AC = Assessment Centre; T = Test

**NB. - Any candidate that meets the criteria of our Guaranteed Assessment Scheme and meets the essential criteria of the role, will be guaranteed the first stage of assessment (whether that is an interview or another assessment, as appropriate).**

**Our Guaranteed Assessment Scheme supports candidates with disabilities, those who are aged 24 or under and have previously been in or currently in care, those that are carers, and those who have served in the Armed Forces as a regular, reserve or cadet.**